

Job Description

Department: People and Communities

Division/Section: Communities and Partnerships

Job Title: Social Mobility and Cohesion Manager

Post No:

Grade:

Reports to: Head of Think Communities

CRB Check applicable?

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for: None

Organisation Chart:

Job Purpose:

- To lead the development of a cohesion and inequalities delivery plan for Peterborough, focussing on tackling social immobility and creating opportunities for people to thrive and succeed.
- To be accountable for and provide effective leadership, development, management, and promotion of community cohesion through celebrating diversity, achieving integration, tackling inequalities and ensuring the organisation is advised appropriately in these areas.
- To support the delivery of the 'Peterborough Together' Think Communities approach, specifically ensuring that all communities benefit.
- Lead the instigation, development, and facilitation of innovative partnership projects.

Description prepared by: Adrian Chapman

Date: May 2021

Description agreed by postholder:

Date:

Authorised by Director:

Date:

Main Duties and Responsibilities:

- Be accountable for and provide effective leadership, development, and management in the promotion of community cohesion, tackling inequalities and social immobility, celebrating diversity and achieving integration.
- Be the council's senior adviser on all matters relating to tackling inequalities and social immobility, promoting community cohesion, celebrating diversity, and achieving integration.
- Contribute to strategic planning in all matters associated with promoting community cohesion, achieving integration, celebrating diversity, and tackling inequalities and social immobility,
- Work with the service director, leadership team and partners to develop and implement a strategic vision which results in greater resilience, independence and wellbeing and earnings potential of our residents and communities.
- Develop, maintain, and strengthen effective relationships with a diverse range of City representatives from organisations across the community, public, private, faith and not for profit sectors, enabling collaboration and partnership working focused on maintaining resilient, cohesive, socially mobile, and integrated communities.
- Fulfil the requirements of this role by ensuring that relevant councillors, senior council officers and partner agency leaders are well briefed and updated. Including attending, reporting and being accountable for reports to Committees, Cabinet, Partnership Boards, and any other relevant governance forums.
- Fulfil the requirements of this role through extensive partnership working across all council directorates as well as within broader strategic partnerships. Undertake regular consultative and constructive dialogue at all levels that enable challenges to be identified early and resolved creatively while ensuring that key strategic messages relating to our priorities and resulting in cultural change are clearly and persuasively communicated
- Lead on all aspects of hate crime, tension monitoring and management, to help ensure Peterborough remains a cohesive and integrated City.
- Act as the council community lead during periods of specific heightened tension or where a partnership response is required from public protection or other partners.
- Develop a social mobility action plan, using the evidence of work through Covid-19 and wider research to develop key areas of focus to improve social mobility.
- Map and maintain an up to date view of existing services, activities, and partnerships in order to inform and influence internal and external commissioning arrangements ensuring all our delivery addresses the root causes of social mobility and inequality.
- Lead the development and implementation of a comprehensive communication and engagement strategy that supports and underpins the overarching cohesion and social mobility strategy.
- Contribute to the management and reduction of demand in costly and often inappropriate statutory services, through the development of capacity within communities to take greater responsibility and to directly deliver services, where appropriate.
- Develop an advanced knowledge of national and local issues relevant to the role, applying this in the development of strategies and methodologies across the full range of business and social dimensions such as health, housing, education, policing, faith, voluntary sector and communities.
- Plan, organise and facilitate regular workshops, training events and conferences to support the promotion of community cohesion, tackling inequalities and social immobility, celebrating diversity and achieving integration.
- Seek and secure new and innovative ways of meeting the outcomes for this post, including attracting external investment and developing new projects and programmes of work.
- External to the organisation, the postholder will be required to play a key influencing role in respect of the statutory, independent, voluntary, and private sector organisations that operate within local communities. This will require regular attendance and membership [where appropriate] at board level meetings, and regular engagement within and leadership of key stakeholder and public events
- Ensure that the voice of the users of services relevant to this role, their families and communities is heard at every level within the organisation and within partnership arrangements.

Performance and Risk Management

- Embed and deliver a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution, and continual improvement.
- Improve the overall management of resources [financial, human, and other] in serving the public of Peterborough. Discover new ways to reduce the cost of services to taxpayers and their overall productivity and value for money to service users through a range of approaches, including:
 - The transformation and re-design of services
 - The use of business and operational process improvements
 - The smarter use of supply [through outsourcing, co-sourcing, and in-sourcing where appropriate]
 - The use of effective partnership and collaboration
 - The better use of demand management and risk stratification
 - Improved asset management
 - Identification and realisation of income generation opportunities

Financial Management

- Ensure that all services and functions are delivered within and to budget and meet any identified and agreed savings targets.
- Continuously review and reshape service delivery to achieve financial efficiencies and maximise opportunities for income generation and demand management, whilst maintaining the highest standards of service delivery and achieving the best outcomes possible.
- Ensure the effective management and deployment of all appropriate budgets in line with agreed financial processes, envelopes, and savings.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.

Person Specification

JOB TITLE:	Social Mobility and Cohesion Manager	POST NO:	
GRADE:		DEPARTMENT:	People and Communities
HOURS	37		
DIVISION:	Communities and Partnerships	DIRECTOR:	Adrian Chapman
DATE:	May 2021	COMPLETED BY:	Adrian Chapman

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Practical working knowledge of the role and responsibilities of local government and its partners in relation to social mobility, community cohesion, tackling inequalities, celebrating diversity, and achieving integration. • Detailed understanding of the legislative framework and organisational structures of public, private, and voluntary organisation agencies. • A practical knowledge of project management skills and the ability to monitor performance against agreed targets. • An extensive knowledge of cohesion issues covering funding, new and established communities, sources of support and initiatives, and partnership working. • Thorough understanding of the role of communities in local democracy, and of the tools and powers available to provide the right opportunities for communities to actively participate in society. • Strongly developed appreciation of the varying needs of diverse communities. • Strong developed understanding of social policy and the impacts of social exclusion in society. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to prepare and deliver strategic action plans. • Ability to engage with different stakeholders including from public, private, voluntary, faith and community sectors in preparation and delivery of strategies. • Ability to work with and influence a range of interest groups to develop strategic and practical plans for delivery of partnership programmes and provide strategic responses. 	

	<ul style="list-style-type: none"> • Strong interpersonal skills to build strong, trust-based networks of a diverse nature and at a senior level. • Ability to provide leadership to multi-disciplinary teams and working groups drawn from partner agencies and communities. • Ability to work in new and challenging situations that require innovative approaches and responses to establish, build and develop ongoing relationships. • Excellent communication skills and the ability to communicate complex and sensitive information both orally and in writing in a clear, articulate, and balanced way to a variety of audiences. • Excellent negotiation skills and an ability to influence outcomes through reasoning, persuasion, and tact. • Strong programme and project management skills gained over at least 5 years. • Sound understanding of financial management principles and applying it in managing strategic management of funds. • High standard of written skills, with the ability to analyse and present data as evidence for strategic plans. • Planning and organising skills. • Ability to prioritise workloads and to meet deadlines. • Ability to manage highly sensitive topics and situations. • Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership, corporate and directorate issues. • High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques, and resources to resolve issues. 	
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of working in partnership with senior representatives of the public, private, voluntary, faith and community sectors. • Experience of working effectively in a Political environment, demonstrating high levels of Political awareness, sensitivity, confidentiality and understanding, and the ability to translate that into delivering the agendas of the administration and winning the confidence of elected members and external stakeholders. • Experience of and credibility in working with religious groups and communities, in particular with traditionally harder to reach groups such as young people. 	<ul style="list-style-type: none"> • Experience of leading a major regeneration project or programme.

	<ul style="list-style-type: none"> • Track record of effective communication with relevant stakeholder groups using a variety of techniques and media. • Evidence of evaluating the effectiveness of strategic programmes. • Demonstrative experience of working on social mobility and/or cohesion issues. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level qualification in a related discipline with supporting professional management qualifications and evidence of continued professional development 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Attendance at meetings outside of normal office hours to suit the needs of partner organisations and groups. 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care. 	